

17 July 1989

C2, NGR 600-200

CHAPTER 7

Extension, Immediate Reenlistment, and Bar to Reenlistment/Immediate Reenlistment/Extension

Section I Introduction

7-1. Scope

a. This chapter prescribes policies and procedures for extension, immediate reenlistment, and bar to reenlistment/immediate reenlistment/extension.

b. NGR 601-280 outlines the staffing, support duties, responsibilities, and administrative procedures of retention personnel.

7-2. Objectives

The objectives of this chapter are to:

a. Retain, on a long term basis, the greatest number of highly qualified soldiers consistent with ARNG needs.

b. Obtain maximum command involvement at each level of command.

7-3. Terms

Terms used are:

a. Extension of enlistment (see Glossary). Extension of enlistment enables the soldier to continue on the present enlistment contract for the specified period of time noted in the extension agreement.

b. Immediate reenlistment (see Glossary). The execution of a separate enlistment contract without a break in service. Soldier must immediately reenlist within 24 hours from date of discharge in order to qualify for continuous military service. Immediate reenlistment is authorized for benefits not available on extension, or to correct errors (other than administrative) made on previous enlistment, reenlistment, immediate reenlistment, or extension.

c. Bar to immediate reenlistment or extension. The intent of a bar to reenlistment is to deny future entrance into the ARNG. A bar to immediate reenlistment or extension is a procedure to deny immediate reenlistment or extension to soldiers whose discharge under administrative procedures is not warranted, but whose continu-

ation of service beyond ETS without appropriate improvement is not in the best interests of the ARNG.

Section II Extension of Enlistment

7-4. General

a. ARNG soldiers, including those granted waivers, may be given the opportunity to extend their current enlistment. This will provide continuous service when extension is authorized.

b. When the unit commander determines that it is in the best interest of the ARNG, he or she may authorize extensions.

c. Standards and criteria for extension of enlistment are a continuation of the requirements for enlistment or reenlistment in accordance with chapter 2.

d. Table 7-1 lists authorized periods of extension.

e. Table 7-2 lists basic eligibility standards and waiver authority.

f. Extension of enlistment beyond ETS is authorized in accordance with paragraph 7-7.

g. Soldiers enlisted under *Try One in the Guard* with a remaining service obligation, and soldiers who enlist in the 3 X 3, 3 X 5, 4 X 2, 4 X 4, or 6 X 2 enlistment option and desire to remain in an active drill status at the end of their contractual obligation with the ARNG, must execute DA Form 4836 (Oath of Extension of Enlistment or Reenlistment).

h. Soldiers desiring or being transferred to the ING, who do not have a contractual obligation with the ARNG, must execute a DA Form 4836 to establish a contractual obligation and an ETS date before transferring to an inactive status.

7-5. Date of execution of extension of enlistment

a. Extension of enlistment will be made no earlier than 3 months prior to ETS, except that extension of enlistment may be made at any time during the enlistment period if the extension is required for:

(1) Attendance at a service school, to include State Military Academy.

(2) Enrollment in SMP.

(3) Entrance on a tour of EAD or AGR service.

(4) Participation in a State Educational Assistance Program.

(5) Qualification for the Montgomery GI Bill. (~~1 Jul 85 to 30 Jun 88~~)

(6) Extension of bonus participants who were transferred to the ING. (To cover period in ING IAW NGB Pam 600-15.)

b. Extension of enlistment for an interstate transfer may be made 4 months prior to ETS. (Not applicable to bonus participants)

7-6. Periods of extension of enlistment

a. Table 7-1 lists periods of extension of enlistment.

b. Extension of enlistment will be for a period of not less than 1 year, measured in whole years, except as noted in Table 7-1.

c. Extension of enlistment for bonus participants will be in accordance with current bonus policies (NGB Pam 600-15).

d. ETS established by any extension of enlistment will not exceed 6 years and 3 months from the date of extension.

e. Soldiers not US citizens with military status prior to 1 January 1986, and not having a break in service since 1 January 1986, may not extend, immediately reenlist, or reenlist for any term which will carry them past 31 December 1992. Soldiers not US citizens and enlisted, immediately reenlisted or reenlisted on or after 1 January 1986 without military status at the time of enlistment, may not extend, immediately reenlist or reenlist when the total of their military service exceeds 7 years. As an exception, a one time extension of not more than 12 months may be authorized providing the soldier shows proof of filing for citizenship and is awaiting court date.

Table 7-1
Authorized periods of extension

Rule A

Applies to: Soldiers with less than 10 years service (from PEBD) at ETS.

Period: 1, 2, 3, 4, 5, or 6 years.

Rule B

Applies to: Soldiers with 10 years or more service (from PEBD) at ETS.

Period: 3, 4, 5, or 6 years.

Rule C

Applies to: Soldiers with less than 3 years remaining before age 60 but not to exceed the last day of the month the soldier reaches the age of 60. (see note 1).

Period: Up to 3 years (see note 1).

Rule D

Applies to: Soldiers enlisted as NPS under one of the several enlistment options for completing Selected Reserve obligation (see paragraph 7-4) (3X3, 3X5, 4X2, 4X4, 6X2), or *Try One in the Guard*, with a remaining obligation and desires to continue in an active status.

Period: 1, 2, 3, 4, 5, or 6 years. See rule A and B above.

Rule E

Applies to: Soldiers enlisted under *Try One in the Guard* and do not have a remaining obligation.

Period: As noted in Rule A and B above.

Rule F

Applies to: Soldiers whose extension is required for one of the following:

a. Attendance at a service school, to include State Military Academy.

b. Enrollment in SMP.

c. For entrance on a tour of EAD or AGR service.

d. To participate in a State Educational Assistance Program.

e. To qualify for the Montgomery GI Bill (see note 2).

f. Extension of bonus participants who were transferred to the ING.

Period: 1, 2, 3, 4, 5, or 6 years (or months and days for bonus participants or entry on AGR tours). Remaining service plus extension will not exceed 6 years and 3 months.

Rule G

Applies to: Soldiers who desire to transfer to the ING who do not have a contractual obligation for ARNG service

Period: As specified in rule A and B above.

Rule H

Applies to: Soldiers in the ING who do not have a contractual obligation for ARNG service and who desire to remain in the ING or active ARNG.

Period: As specified in rule A and B above.

Rule I

Applies to: Soldiers retained beyond ETS (see para 7-7).

Period: As determined by the unit commander with approval of the State AG.

Rule J

Effective 1 October 87

Applies to: Soldiers eligible but failed to pass last Army Physical Fitness Test (APFT) within 18 months of ETS.

Period: Whole months but not to exceed a total of 6 months if waiver to extend is approved by the State AG [only one extension authorized (see Table 7-2)].

Rule K

Applies to: Soldiers participating in a weight reduction program, and making satisfactory progress, to meet the body fat requirements of AR 600-9.

Period: Whole months but not to exceed total of 12 months (only one extension authorized).

Notes:

1. Extension in years, months, and days may be executed for a period less than 3 years provided otherwise qualified. Extension must not exceed the last day of the month the individual reaches the 60th birthday.

2. Extension of enlistment for a period of time (years, months and days) required to qualify for the Montgomery GI Bill is authorized at anytime during the enlistment. ~~(1 July 85 to 30 Jun 88)~~ Extension will not exceed 6 years.

7-7. Retention beyond ETS

a. Soldiers may be retained beyond their ETS when the unit commander or State AG has determined that the remaining term of service is insufficient to cover the period of time necessary to complete personnel actions created by the following situations:

(1) The soldier meets the criteria prescribed in chapter 6, AR 140-10. The soldier will be afforded the opportunity to request assignment to USAR Control Group (Retired).

(2) A soldier's conduct is under investigation with a view of trial by courts-martial, charges have been preferred, and the soldier has been apprehended, arrested, confined, or otherwise restricted by the appropriate military authority. However, if charges have not been preferred, the soldier will not be retained more than 30 days beyond the ETS unless the general courts-martial convening authority approves. Soldier will be notified by memorandum of the retention for the convenience of the government. This memorandum will be filed in the MPRJ.

(3) Continued health care is required while in hospitalized status and when LOD determination is "yes". This includes those receiving incapacitation pay. See (5) below.

(4) Physical disability processing is required or has been initiated in accordance with AR 635-40, chapter 8. See (5) below.

(5) In the cases stated in (3) and (4) above, the soldier cannot be retained beyond his or her scheduled release date without written consent. See chapter 2, AR 135-200 for procedures in these cases.

(6) If through administrative error a soldier is not discharged on the actual date of completion of term of enlistment, on date of completion of statutory obligated service, or as provided by law, a remark will be included in the "Remarks" section of the soldier's DA Form 2-1 as follows: "Retained beyond normal discharge date for the convenience of the Government."

(7) A soldier undergoing board action to determine qualification for immediate reenlistment or extension may be voluntarily extended for the period of time required to complete the board action.

(8) Involuntary retention beyond a soldier's ETS to process administrative discharge proceedings pursuant to chapter 8, is not authorized unless approved by NGB.

b. Discharge of the soldier will be upon completion of the action required. Discharge prior to the completion of the extension beyond ETS is authorized in accordance with chapter 8.

7-8. Dependency and marital status

Soldiers otherwise eligible for extension may be extended without regard to marital or dependency status and number of dependents, provided the soldier has complied with the provisions of Chapter 5, paragraph 5-5, AR 600-20, when applicable, for dependent care counseling. Soldiers with a bar for failure to maintain a personal family care plan in accordance with reference above will not be extended.

7-9. Waivers

a. A soldier not qualified for retirement under chapter 67, Title 10 USC (Retired Pay for Nonregular Service) upon reaching age 60, but who could qualify for retirement under the provisions of NGR 680-2 prior to attaining age 64, may be extended for a period equal to the remaining period required for qualification for retired pay.

b. To ensure adequate time for processing, waiver request considered for extension past age 60 should be submitted within 30 days after the soldier reaches age 59.

c. Waiver of the minimum 3 year extension period required by rule B, Table 7-1, may be granted in extenuating circumstances. See Rule A, table 7-2 below. Waiver request will not be considered until 120 days prior to ETS.

d. Soldiers who do not have verified creditable service for retirement by NGB or ARPERCEN, may be extended beyond age 60 until such verification has been received. ~~Waiver request will not be considered for extension until 120 days prior to reaching age 60.~~

Table 7-2

Basic eligibility standards and waiver authority**Rule A**

Disqualification: Waiver of limitation to 3 year minimum extension for soldiers with over 10 years service (from PEBD).

Approval authority: State AG.

Minimum documentation required:

1. Memorandum, request for waiver, from the unit commander through channels.
2. Documents to support an extension for less than 3 years.

Rule B

Disqualification: Soldier is not qualified for retirement under chapter 67, Title 10, USC upon reaching age 60, but could qualify prior to reaching age 64.

Approval authority: NGB (Authority is delegated to State AG when all creditable service has been computed by AG, NGB or ARPERCEN.)

Minimum documentation required:

1. Memorandum, request for waiver, from the unit commander through channels. Request will include soldier's DOB.
2. Statement of service up to age 60 including retirement points for each year (where applicable).
3. DD Form 214 covering all periods of active service.

Rule C

Disqualification: Soldier who is or is not qualified for retirement at age 60 under Chapter 67, Title 10, USC (Title III Retirement) and is not qualified for technician retirement (Public Law 90-486) may be extended for a period of 2 years; however, age 64 cannot be exceeded for the purpose of qualifying for either retirement.

Approval authority: NGB. (Authority is delegated to State AG when all creditable service has been computed by Office of Personnel Management (OPM)).

Minimum documentation required:

1. Memorandum, request for waiver from unit commander through channels.
2. Certificate of all creditable technician service up to age 60.

Rule D

Disqualification: Soldier is participating in a weight reduction program to meet the body fat content requirements of AR 600-9, and making satisfactory progress. See rule K, Table 7-1.

Approval authority: State AG

Minimum documentation required:

1. Memorandum, request for waiver, from unit commander through channels.
2. Weight control file.

Rule E**Effective 1 October 87****Disqualification:** Soldier eligible but failed to pass last APFT within 18 months of ETS. See rule J, Table 7-1.**Approval authority:** State AG**Minimum documentation required:**

1. Memorandum, request for waiver, from unit commander through channels.
2. APFT score card.

Rule F**Disqualification:** Soldier is or is not qualified for retirement at age 60 under Chapter 67, Title 10, USC (Title III Retirement) may be extended for a period of 1 year due to mission essential requirements; however, age 64 cannot be exceeded.**Approval authority:** NGB**Minimum documentation required:** TAG memorandum justifying why this individual is essential to the mission and that there are no other individuals in the geographical area of the unit who can accomplish these duties.**Rule G****Disqualification:** Physical. The soldier does not have a current physical (taken within the last 4 years) or does not meet medical retention standards. Individuals with 18 or more years of service will not be involuntarily discharged without NGB approval.**7-10. Extension document**

All extensions will be accomplished using DA Form 4836 (Oath of Extension of Enlistment or Reenlistment). See Table 7-3 for preparation instructions.

Table 7-3**Preparation Instructions for DA Form 4836 (Oath of Extension of Enlistment or Reenlistment)**

1. This extension cannot be issued if:
 - a. The current enlistment agreement (and the latest extension that may have been issued) is not available or cannot be verified by the activity processing the extension.
 - b. The soldier does not meet physical, mental, or moral qualifications for continued service under

the provision of this regulation. Waivers of disqualification must be approved *in advance*.

c. This extension alone, or combined with another extension to the current enlistment agreement, would exceed the end of the month of the soldier's 60th birthday, unless a waiver to permit such extension has been approved in advance.

2. The DA Form 4836 will be prepared by typewriter or automatic writing machine equipment.

3. All required signatures will be made using reproducible black or blue-black ink.

4. Typewriter strikeouts are not permitted. Erasures or corrections will be initialed by the soldier and the extension processing activity.

5. Do not execute a DA Form 4836 for soldiers opting for the Bonus Program without first following procedures found in the bonus pamphlet.

ITEM NUMBER OR TITLE/REQUIRED ENTRY

1. **Extension Processing Data.** Put an "X" in the box titled "Army National Guard and a Reserve of the Army".

2. **Name. Self explanatory.** Must match that on current DD Form 4 or as changed on pertinent records. Example: marriage, divorce, etc.

3. **SSN. Self explanatory.** Must match that on current DD Form 4-series.

4. **Grade.** Enter current title and pay grade. Example: SGT E5, SSG E6, etc.

5. **Date.** Enter the date this extension is being prepared. Enter date in year, month and day format, i.e., 880406 for 6 Apr 88.

6. **Unit of Assignment.** Two line entry. Enter the complete unit designation, address, UIC and ZIP code of the assigned unit. If AGR, enter ARNG/AGR prior to unit designation and UIC on first line. On the second line, enter unit address and ZIP code.

7. Current (latest) DD Form 4-series

7a. **Date.** This must be the same date as that shown on the current DD Form 4. The date soldier last executed a DD Form 4 for current term

of ARNG service. Enter date in year, month and day format, i.e., 880406 for 6 Apr 88.

7b. Term of service. Enter the number of years for which the soldier enlisted during the current ARNG term of service as shown on the latest DD Form 4 and the option, if applicable. **Example:** 3x5 or Try One. Do not include any subsequent extensions that may have been issued.

7c. Number of Extensions Previously Granted. Enter the number of extensions which have been issued for the latest DD Form 4.

7d. ETS. Enter the soldier's current ETS date. This is determined by adding the term of service on the latest DD Form 4 to any additional terms of service that were added by extension(s), if any. Do not include the period being authorized by this extension agreement. Enter date in year, month and day format, i.e., 880406 for 6 Apr 88.

7e. Pay Entry Base Date. Enter the soldier's pay entry base date (PEBD) from his or her personnel records. Enter date in year, month and day format, i.e., 880406 for 6 Apr 88.

8. Provisions and Computation of this Extension

8a. Current ETS. Enter the ETS date shown in item 7d above, using two numerals for year, month and day. **Example:** 24 June 1982 would be entered as "24 06 82."

8b. Period of this Extension. Enter the additional term of service that is to be authorized in this extension. If a number of days (less than 30) is essential to provide for a special extension, the preparation activity may enter the number of days in the "Day" column. For example, a soldier needs 11 months and 8 days to reach the last day of the month of their 60th birthday, the 8 days may be placed in the "Day" column.

8c. New ETS. Add the period of this extension (item 8b above) to the soldier's current ETS (item 8a above) and enter the sum in year-month-day format as required. This will be the soldier's new or adjusted ETS.

8d. Blank space below 8c. A statement, initialed by the soldier, listing all incentives eligible for and those accepted (NGB Pam 600-15, figure 1-3).

9. Authority and Reason. Enter in space below title of this item "Rule _____ Table 7-1 (citing the applicable rule in the blank space) then enter "Para 7-4" in the space provided. Place an "X" in the block adjacent to NGR 600-200.

Oath of Extension. On the first line of the Oath, enter the actual date on which the Oath is administered. In the second line, enter the same date as that shown in item 7a. In the third line enter the State. Strike through "United States Army Reserve" on the fourth line. The soldier will place his or her signature and the date in the places indicated after the oath is administered.

Certification. The date of the officer's certification must be the actual date the Oath was administered. Personnel listed in paragraph 2-93 can administer the Oath. See * at the bottom of DA Form 4836. Strike out the words "Or warrant officer, or" so that it reads, "Any other person so designated..." If a person other than an officer administers the Oath, the authority for the person to administer it will be noted under the typed name.

7-11. Disposition instructions for DA Form 4836.

a. The completed DA Form 4836, with the soldier's signature, will be distributed as follows:

- (1) Copies 1 and 2 will be filed on top of the original and copy of the DD Form 4 in MPRJ.
- (2) Copy 3 will be forwarded to the State AG
- (3) Copy 4 will be given to the soldier.

b. Only the most recent copies of the DA Form 4836 will be retained in the MPRJ. When excess documents are extracted from the MPRJ, they will be given to the soldier.

c. Copy 3 will be forwarded to the State AG within 10 working days of date of execution and prior to the soldier's ETS.

Section III Immediate Reenlistment

7-12. General

- a. Soldiers must qualify for continued ARNG service in accordance with current regulations.
- b. See paragraph 7-3b above.

7-13. Periods of immediate reenlistment

- a. Immediate reenlistment will not be for less than 1 year.
- b. Soldiers with a MSO will immediately reenlist for a period of years, months, and days or whole years equal to or in excess of their remaining MSO. Immediate reenlistment may be for a period in excess of 6 years if the MSO is greater than 6 years.
- c. Soldiers who immediately reenlist to qualify for incentive bonus programs will immediately reenlist for the period as outlined in the SRIP.
- d. Soldiers without a remaining MSO, who have 10 years or less service (from PEBD) at time of discharge, will immediately reenlist for whole years not to exceed 6 years.
- e. Soldiers with 10 years or more service (from PEBD) at time of discharge will immediately reenlist for 3, 4, 5 or 6 years.
- f. Soldiers not US citizens with military status prior to 1 January 1988, and not having a break in service since 1 January 1988, may not extend or reenlist for any term which will carry them past 31 December 1992. Soldiers not US citizen and enlisted or reenlisted on or after 1 January 1988 without military status at the time of enlistment, may not extend or reenlist for any term which will take them past their original MSO.

7-14. Preparation of records

- a. Immediate reenlistment will not require the preparation of NGB Form 22 for the previous service. Form preparation will be delayed until the next discharge from the ARNG. NGB Form 22 prepared at next discharge will include the combined periods of previous enlistment and immediate reenlistment and will be noted with a remark in the remarks section; e.g., "Previous service for the purpose of Immediate Reenlistment this period: 810621 to 850701."

b. Soldiers desiring to immediately reenlist will execute the following forms:

- (1) DD Form 4 (Enlistment or Reenlistment Agreement -- Armed Forces of the United States). Preparation instructions are outlined in Table 7-4.
- (2) Not used.
- (3) DD Form 1966/5, Section VI (Recertification) for updating information shown on previous DD Form 1966-series.

c. Forms available from the soldier's previous record of service will continue in effect when authorized and valid.

Table 7-4

Instructions for completing the DD Form 4-series for immediate reenlistment

ITEM/TITLE/EXPLANATION AND ENTRY DESCRIPTION
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DD FORM 4/1 (FRONT)

A IDENTIFICATION DATA

1. Name. Enter soldier's complete last name (including compound name if applicable), full first name, full middle name(s), and any suffix such as Jr., Sr., III, etc. If soldier does not have a middle name, leave blank. If soldier was given initial(s) rather than first and/or middle name, enter such initials(s). Do not use punctuation of any sort including periods, commas, and/or dashes. In addition, with apostrophe or hyphen contained within a name is not to be inserted between sections of names or used as substitutes or hyphens. **Examples:** Mc Afee John Q is shown as MCAFFEE JOHN Q. O'Brien James Henry Jr is shown as OBRIEN JAMES HENRY JR. Smith-Connally M. Harold is shown as SMITHCONNALLY M HAROLD.

2. Social Security Number (SSN). Enter applicant's SSN, separating divisions with a hyphen.

3. Home of Record. Enter address (street, city, state, Zip code) soldier claims as permanent home of record. **Example:** 123 ANYWHERE AVENUE ANY CITY, STATE 12345

4. Place of Enlistment/Reenlistment. Enter military installation, city, and state of reenlisting activity's location. **Example:** National Guard Armory, Any City, State 12345 or Fort Benning, GA

5. Date of Enlistment/Reenlistment. Enter date of reenlistment in year, month, and day sequence. **Example:** 66 OCT 10.

6. Date of Birth. Enter in year, month, and date sequence. **Example:** 66 OCT 10.

7. Previous Military Service Upon Enlistment/re-enlistment. Enter in spaces provided total active and total inactive military service (Reserve Component service not on active duty or ADT) completed at time of reenlistment. Enter year, month, and day totals in two positions each, preceding numbers 1 through 9 with a zero.

B. AGREEMENTS

8. Branch of Service. "X" out "United States" and enter - ARMY NATIONAL GUARD OF THE UNITED STATES.

Period of Enlistment. In the second line, after the word "for," enter in Arabic numeral the period of years, months, and days for which the soldier is reenlisting. **Example:** 4.

Pay Grade. In the third line, after the word "pay grade," enter the pay grade of the soldier at the time of reenlistment. **Example:** E-4.

Annex(es). If no annexes, enter "None." Annexes will be listed as "A", "B", etc., if applicable.

8a. NOT APPLICABLE TO THE ARNG; DO NOT MAKE ENTRIES IN THE ITEM.

Remarks. Enter - IMMED REENL IAW NGR 600-200, CHAP 7.

8c. Initials of Enlistee/Reenlistee. All soldiers will complete this item by placing his/her initials in the space provided.

DD FORM 4/1 (REVERSE)

C. PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

9. & 10. No entries required. Must be read by the applicant.

11. Not applicable to ARNG.

12. Statement. Must be read by all male applicants.

DD FORM 4/2

D. CERTIFICATION AND ACCEPTANCE

Record reenlistee's full name (last, first, and middle name sequence) and SSN, in blocks provided at top of DD Form 4/2. See instructions for items 1 and 2 above.

13a. Certification is self explanatory.

13b. Signature of Enlistee/Reenlistee. Soldier will sign full name in first, middle, and last name sequence.

13c. Date Signed. **Example:** 84 Jun 5.

14a. Branch of Service. Enter - ARMY NATIONAL GUARD.

14b. Name of Service Representative. Enter in last name, first name, and middle initial sequence.

14c. Pay Grade. **Examples:** E-7, O-3.

14d. Unit/Command Name. Enter service representative's unit of assignment. **Example:** 425 PERS SVC CO.

14e. Signature. Before signing, the service representative will verify correctness of entries and explain all applicable paragraphs of the reenlistment document to the soldier. The individual identified in item 14b above will sign in first, middle, and last name sequence (initials and last name are acceptable).

14f. Date Signed. Example: 84 Jun 5.

14g. Unit/Command Address. Example: ANY CITY, STATE 29924

CONFIRMATION OF ENLISTMENT OR REENLISTMENT

15. Not applicable to the ARNG.

16. Enlistment/Reenlistment in the National Guard. Immediately following "I" in space provided, enter reenlistee's full name in first, second, last name sequence.

17. Acknowledgement of Enlistment Date. Enter day of month, followed by "ND," "ST," or "TH," as appropriate. Do not precede numbers 1 through 9 with a zero. Spell out month and enter last two digits of calendar year. Example: 22D day of July 1984.

18b. Date Signed. Enter date the oath was administered. Example: 84 Jul 02.

19b. Name. Enter name of commissioned officer or person authorized by State law (in last name, first name, and middle initial sequence) who administered oath of enlistment.

19c. Pay Grade. Enter grade, i.e., 0-3. If not an officer, put "NA."

19d. Unit/Command Name. Example: 425 PERS SVC CO.

19e. Signature. Officer or individual identified in item 19b above will sign his or her name in first, middle, and last name sequence (initials and last name are acceptable).

19f. Date Signed. Enter date the oath was administered. Example: 84 JUL 22.

19g. Unit/Command Address. Example: ANY TOWN, STATE 29924. If not an officer and no unit/command address, put "NA."

DD FORM 4/3. Not used for ARNG.

7-15. Disposition of the DD Form 4-Series

Disposition of the completed DD Form 4-Series and accompanying documents is as follows:

- a. Original and copy 1 will be filed in the MPRJ.
- b. Copy 2 will be forwarded to the State AG.
- c. Copy 3 will be given to the soldier.

7-16. Certificate of Appreciation

The unit commander will obtain the name of the soldier's spouse and prepare an official Department of the Army Certificate of Appreciation to be signed by a field grade commander. The certificate will be part of the immediate reenlistment packet. Issuance of the certificate will not be predicated on either an immediate reenlistment ceremony or the spouse's presence; it will be the soldier's responsibility for delivery of certificate to the spouse. The certificate is not authorized for extensions.

7-17. Ceremonies

a. The oath of immediate reenlistment or extension will be administered by a commissioned officer or other person as stipulated by State law. Suitable arrangements will be made to ensure that the oath is administered in a dignified manner and in appropriate surroundings. The ceremony should be personalized and made meaningful to the soldier extending or immediately reenlisting. The United States flag will be displayed prominently near the individual administering the oath, if available. The words "So help me God" may be omitted for those persons who desire to affirm rather than to swear to the oath.

b. Immediate reenlistment or extension will be made an occasion of official ceremony. It will not be sensationalized to publicize the event (i.e., parachuting, climbing utility poles, and other similar activities which are not in keeping with the solemnity and seriousness associated with the Oath of Enlistment). When appropriate, the soldier's spouse and other members of the immediate family should be invited to the ceremony. The person administering the oath of immediate reenlistment or extension should be the individual's commanding officer, or an officer or individual (authorized by State law) of the soldier's choosing, when possible.

Appropriate photographic coverage should be provided, if possible.

Section IV

Bar to Reenlistment/Immediate Reenlistment or Extension

7-18. General

This section prescribes policy and procedures to deny reenlistment, immediate reenlistment, or extension and future entrance in the ARNG to soldiers whose immediate discharge under administrative procedures is not warranted, but whose continuation of service beyond current ETS, without appropriate improvement, is not in the best interests of the ARNG. Policies and procedures prescribed herein apply to the field commander's bar to reenlistment, immediate reenlistment or extension. Soldiers may not be reenlisted, immediately reenlisted or extended without the recommendation of the unit commander. If a soldier is not recommended for continued service, action to preclude reenlistment, immediate reenlistment or extension will be initiated under the provisions of this chapter unless the soldier possesses a disqualification that cannot be waived. Soldiers, if otherwise qualified, may not be arbitrarily denied reenlistment, immediate reenlistment or extension.

7-19. Standards and guidelines for bar to reenlistment, immediate reenlistment or extension

a. Standards. Only soldiers of high moral character, personal competence, and demonstrated adaptability to the requirements of the professional soldier's moral code may be reenlisted, immediately reenlisted or extended. Soldiers who can not or will not measure up to such standards, but whose discharge under proper administrative procedures is not warranted at the present time, will be barred from further service under the provisions of this chapter. Imposition of a bar to reenlistment, immediate reenlistment or extension does not preclude administrative discharge at a later date. The bar is a non-punitive probationary device intended to serve notice that a soldier is not a candidate for reenlistment, immediate reenlistment or extension and may be discharged if the circumstances that led to the bar are not overcome.

b. Guidelines for use of a bar.

(1) Bar to reenlistment, immediate reenlistment or extension procedures will not be used instead of discharge actions under this regulation.

(2) A bar will not be initiated solely because a soldier refuses to reenlist, immediately reenlist or extend.

(3) A bar will not be used instead of trial by courts-martial, nonjudicial punishment, or other administrative action.

~~(4) The fact that disciplinary or administrative action not resulting in discharge has been previously taken, does not preclude initiation of a bar if such action is thought proper.~~

Disciplinary and administrative actions that do not result in discharge do not prevent initiation or continuation of a bar.

(5) The fact that a soldier may be issued an honorable or general discharge for the current period of service does not prevent initiation of a bar to deny the soldier later service in the ARNG.

~~(6) The fact that a soldier may have served honorably~~ Honorable service for a number of years is considered in the evaluation of the soldier's service. However, it does not prohibit the initiation of a bar if ~~such action is otherwise~~ appropriate.

7-20. Criteria

Commanders must evaluate the advisability and desirability of affording continued military service to soldiers of the following, or similar categories:

a. Untrainable soldiers. These soldiers will be identified as soon as possible with a view toward eliminating them from service. When discharge under administrative procedures is not warranted, action will be taken under this chapter to bar the soldier from further service with the ARNG. These soldiers are often identified by failure to perform the basic tasks of their DMOS; failure to achieve individual weapons qualification; failure of the Army Physical Fitness Test; obtaining low evaluation results from Army education activities; and by failure of the SQT (not used as the single criteria for determining a soldier untrainable); failure to submit an approved family care plan.

b. Unsuitable soldiers. These soldiers will be identified early in their military service with a view toward elimination from the service. When administrative discharge is not warranted, action will be taken under this chapter to bar the soldier from further service with the ARNG.

c. Soldiers against whom bars to reenlistment, immediate reenlistment or extension are initiated often have written documents that disclose the recurrence of one or a combination of the following:

- (1) Late for formations, details, or assigned duties.
- (2) Unexcused absences and unsatisfactory participation.
- (3) Loss of clothing and equipment.
- (4) Substandard personal appearance.
- (5) Substandard personal hygiene.
- (6) Recurrent nonjudicial punishment.
- (7) Recurrent sickness on drill days without medical justification.
- (8) Cannot follow orders; shirks; takes too much time; is recalcitrant.
- (9) Cannot or will not train for a job; apathetic; disinterested; avoids training.
- (10) Cannot adapt to military life; uncooperative; involved in frequent difficulties with fellow soldiers.
- (11) Failure to manage personal, marital, or family affairs. This includes failure to respond to duty requirements because of parenthood or custody of dependents (minor or adult) (AR 600-20, Chapter 5, paragraph 5-5).
- (12) Causes trouble in civilian community.
- (13) Involved in immoral activities.
- (14) Personal behavior brings discredit upon his unit and the ARNG.
- (15) Failure to achieve individual weapons qualification.
- (16) Effective 1 Oct 87: Failure to pass the Army Physical Fitness Test.

7-21. Procedures

a. A soldier's unfitness or unsuitability may show up soon after entry into the service, or not develop or become apparent until after many years of service. A soldier performing in a substandard manner may have been permitted to remain in the ARNG for a number of years; but this should not stop a current commander from taking action under the provisions of this chapter, if such action is proper.

(1) A bar to reenlistment, immediate reenlistment or extension normally should not be initiated against a soldier assigned to a unit for less than 90 days. When a bar is initiated during this

period, the commander's certificate will contain an explanation on the timing of the action.

(2) A bar should not be based on generalities, approximate dates, vague places, or times. It should be substantiated by official remarks made at the time of each occurrence, and all instances should be made a matter of record when acts considered unworthy of a soldier are performed.

(3) A bar is initiated without regard to a soldier's ETS.

(4) Normally, a bar will not be initiated against a soldier during the last 30 days prior to ETS. Some soldiers pending involuntary administrative separation may reach ETS prior to the completion of separation action. Because they normally cannot be held past their separation date (ETS), it would be in the State's best interest to bar them from reenlistment within the 30 days prior to ETS.

(5) Bars should not be processed for soldiers pending involuntary administrative separation for which eligibility code of 3 or 4 would be issued unless paragraph 7-21a(4) above applies.

b. Any commander in the chain of command may prepare NGB Form 602-R (Bar to Reenlistment/Immediate Reenlistment or Extension Certificate), summarizing the basis for the action. NGB Form 602-R will be prepared in original and two copies. Additional copies may be prepared when required by the State AG.

(1) Total service will be computed as of the date of expiration of term of service (ETS), not the date the bar was prepared.

(2) The commander will refer the certificate to the soldier concerned for a statement on his or her behalf, if the soldier so desires. The soldier will be allowed a period of 30 days for the preparation of a statement and the collection of any documents and/or pertinent materials. An extension to this period may be granted by the soldier's unit commander.

c. Upon receipt of the comment of the soldier, or the soldier's refusal to comment, the certificate will be endorsed personally by each commander in the chain of command, and approved or disapproved by the appropriate authorities shown in (1), (2), or (3) below.

(1) For soldiers with less than 10 years of qualifying service for retired pay at ETS, the approval/disapproval authority is the first commander, LTC or above, in the soldier's normal

chain of command. No delegation of authority is authorized.

(2) For soldiers with 10 to 18 years of qualifying service for retired pay at ETS, those with more than 20 years of service at ETS, and those when action is taken to extend the soldier to complete 20 years of service, the approval/disapproval authority is the first Commander, COL or above, in the soldier's normal chain of command. No delegation of authority is authorized.

(3) For soldiers with 18 years of qualifying service for retired pay, who will not have 20 or more years of qualifying service for retired pay at ETS, the approval/disapproval authority is the State AG concerned. No delegation of authority is authorized.

d. When the bar to immediate reenlistment or extension has been approved, the soldier's unit commander will use a counseling statement to inform the soldier of the right of appeal within 15 days. The appeal will be forwarded through command channels, endorsed *personally* by each commander, and approved or disapproved within 30 days by the authorities shown below.

(1) Soldiers with less than 10 years of qualifying service for retired pay at ETS, the approval/disapproval authority is the first commander, COL or above, in the soldier's normal chain of command.

(2) Soldiers with 10 to 18 years of qualifying service and those with more than 20 years for retired pay at ETS, the approval/disapproval authority is the State AG.

(3) For soldiers with 18 or more years of qualifying service for retired pay, who will not have 20 years of qualifying service for retired pay at ETS, the approval/disapproval authority is Chief, NGB.

e. When NGB Form 602-R has been approved by the appropriate authority, the custodian of the soldier's personnel records will:

(1) Place original in the soldier's MPRJ as a permanent document.

(2) Enter the remark "Not recommended for further service" in item 4 of the soldier's DA Form 2-1 [Personnel Qualification Record (Part II)].

(3) Give the soldier concerned a copy.

f. An entry "Not recommended for further service" will be made on DA Form 1315 (Retention Data Card) or a localized approved substitute.

g. An approved bar will be reviewed by the appropriate unit commander every 6 months after

the date of approval, and 30 days before the soldier's scheduled departure from the unit or discharge from the service.

h. If, upon review, the commander feels the bar should remain in effect, the custodian of the soldier's personnel record will be notified and will enter on the soldier's DA Form 2-1 "Bar to reenlistment, immediate reenlistment or extension reviewed; not recommended for removal (date)." The unit commander will make the same remark on DA Form 1315 and will notify the soldier concerned by providing a reproduced copy of NGB Form 602-R.

i. A recommendation to remove a bar may be submitted at any time by the soldier's unit commander, if the soldier has proven worthy of retention in the ARNG.

(1) Recommendations to remove a bar will be submitted in writing through the chain of command and will be endorsed *personally* by each commander.

(2) Approval to remove such a certificate may be granted by the same authority that approved the certificate originally or, if the soldier has moved to another jurisdiction, by a comparable commander in that jurisdiction.

(3) The approved recommendation removing the bar will be maintained in the appropriate unit file. NGB Form 602-R will be removed and destroyed. The remark "Not recommended for further service" and any entry pertaining to "Bar to immediate reenlistment reviewed; not recommended for removal (date)" will be deleted in accordance with AR 640-2-1. The remark "Not recommended for further service" and any entry pertaining to "Bar to immediate reenlistment or extension reviewed; not recommended for removal (date)" on the DA Form 1315 will be erased. The soldier concerned will be given a copy of the approved recommendation voiding the bar to reenlistment/immediate reenlistment or extension.

7-22. Discharge

NGB Form 22 (Report of Separation and Record of Service) of otherwise qualified soldiers, who are discharged with a bar to reenlistment or extension in effect, will be annotated "Bar to Reenlistment or Extension (dated) in effect on date of discharge" in the remarks section, block 18. Block 26, Reenlistment Eligibility, will be coded RE 3.